

MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 01/06/2017
Application Deadline: 01/27/2017
Job Post ID: 9276
Job Title: District Safety and Health Manager
Min Monthly Salary: \$4,641.00
Number Positions: 1
Location: Central District
District/Division: Central District / Risk & Benefits Management Division
Human Resources Contact Number: (573) 522-5170
Substitution of education for the experience requirement will be considered.

Waiver of minimum requirements may be considered.

General Summary:

The district safety and health manager coordinates district safety, health, environmental, and risk management programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

Bachelor's Degree: Risk Management, Safety Management, or related field
Six years of experience in risk management or safety management.

Supervisory Responsibilities:

Full Supervision

Special Working Conditions/Job Characteristics:

Job requires frequent district-wide and occasional statewide travel.

Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work:

- Directs and manages all phases of the district's occupational safety, health, environmental, loss control, and loss prevention programs.
- Coordinates, develops, and provides training regarding safety and health to district employees.
- Investigates loss or exposure for fleet vehicle, general liability, and property damage; may negotiate settlement of claims for fleet vehicle and general liability following statewide guidelines.
- Coordinates filing and administration of workers' compensation claims with the Risk Management Division, including initial reporting and follow-up; investigates claims to assist in the determination of causation and the eligibility of benefits information to the assigned claims specialist.
- Conducts or directs the investigation of incidents involving department employees to determine cause and makes recommendations for prevention in the future.
- Maintains district safety records and publishes and reviews reports with district managers and supervisors.
- Consults and advises district management and supervisors on matters related to the administration of the department's risk management policies.

- Serves as a resource for security issues and emergencies such as hazardous spills, radiation contaminations, post-accident drug/alcohol testing, and disasters; completes hazardous materials reports, assists with district spill plans, and coordinates burn permits.
- Inspects workplace to identify fire/safety hazards, unsafe practices, or exposures to occupational disease.
- Promotes general safe work habits; administers the safety recognition program; coordinates and organizes the district safety committee following statewide guidelines.
- Assists district management with the implementation and coordination of department processes involving employee occupational health programs; oversees the Safety Quality Assurance programs such as hazard assessments, work zone audits, and safety training program consistency and quality.
- Prepares annual budget for risk management activities and staff.
- Manages environmental compliance programs per applicable federal, state and local laws.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- Performs other duties as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V